



Arizona Division of Emergency Management

Training and Exercise
5636 E McDowell Rd, Bldg 101
Phoenix, AZ 85008-3495
(602) 231-6306 * (800) 411-2336

Event Request

(One Event Per Request)

Attn: Training Coordinator

Fax # (602) 231-6206

**** Event Requests must be received by ADEM at least 60 days prior to the Event Date ****

**** PLEASE TYPE OR PRINT CLEARLY – COMPLETE ALL AREAS ****

ADEM/Homeland Security Funded

Certificates Only (requestor supplies instructors, materials, etc)

COURSE TITLE (BE SPECIFIC):

Course Number:	Event Date(s):	STARS Event # (ADEM use):
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REQUESTER INFORMATION

Requester Name:		Date of Request:	
Agency:			
Mailing Address:		City:	Zip:
Phone:	Fax:	Email:	
Agency Head Name:		Signature:	

TRAINING SITE INFORMATION

Training Site Name:		Room:	
Physical Address:		City:	Zip:
Training Site Phone Number:		Intended Audience:	
Estimated # of Participants:		Class Times (if other than 0800 - 1700):	

REQUESTER AGREEMENT

I have received, understand, and will comply with ADEM's training policy and procedures, and am requesting training at the location and dates specified above.

Requester's Name:	Signature:
(Please Print or Type)	Date:

COUNTY/LEPC COORDINATION

The signatory below represents and warrants that the signor has the indicated agency's full authority to execute the Event Request on the agency's behalf (check the appropriate position).

County Emergency Management Director/Coordinator	LEPC Chairperson
Name:	Signature:
(Please Print or Type)	Date:

ADEM APPROVAL (ADEM use)

Date:	Funding Source (PCA#):
Name:	Signature:



JANET NAPOLITANO
GOVERNOR

ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

ARIZONA DIVISION OF EMERGENCY MANAGEMENT

PREPAREDNESS SECTION

5636 East McDowell Road, Building M5101, Phoenix, Arizona 85008-3495
(602) 231-6225 FAX: (602) 231-6206



MG DAVID P. RATACZAK
THE ADJUTANT GENERAL

Arizona Division of Emergency Management Training, Exercise, and Homeland Security Office Event Request Procedure

The Arizona Division of Emergency Management (ADEM) Office of Training, Education, and Homeland Security offers a wide variety of courses in five major areas. These areas include: FEMA Emergency Management, IAFF Hazardous Materials, Multi-Hazard Emergency Planning for Schools, Community Emergency Response Team (CERT), and Weapons of Mass Destruction /Homeland Security. Within each of these areas are a wide range of courses that cover emergency planning, mitigation, awareness, operations, command and control, and domestic preparedness. Many of the FEMA courses meet the requirements for the Advanced Professional Series certificate and are approved for ASPOST Continuing Education credits. Classes are provided statewide, based on requests approved by the County Emergency Management Director/Coordinator or LEPC Chairperson. The procedures listed below must be followed in order for ADEM to fund a training event as requested:

Requestor Responsibilities:

- ☐ Identify and provide a location large enough to provide adequate space to ensure a successful training environment for both students and instructors;
- ☐ Ensure that a minimum of 15 and a maximum of 30 students (unless an exception is approved by ADEM) will enroll in and attend the event;
- ☐ Complete the Event Request form (information must be specific and comprehensive);
- ☐ Obtain County or LEPC signature;
- ☐ Submit completed Event Request to ADEM **at least 60 days** prior to the Event Date.

ADEM Responsibilities:

- ☐ Identify and provide authorized instructor(s) and course materials;
- ☐ Notify Requestor, County, and other Emergency Management professionals of training event.

If you have questions on this process or the courses, please contact:

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